

SC1911. SUBCHAPTER 1911CONVERSION INTO NSPS  
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SC1911. SUBCHAPTER 1911

## CONVERSION INTO NSPS

References: (a) Title 5, United States Code, "Government Organization and Employees"  
 (b) Title 5, Code of Federal Regulations, "Administrative Personnel"  
 (c) Title 38, United States Code, "Veterans' Benefits"

SC1911.1. PURPOSE

This Subchapter implements the Department's policy, delegates authority, assigns responsibility, and prescribes procedures for converting covered employees to the National Security Personnel System (NSPS) as authorized by Section 9902 of Reference (a).

SC1911.2. APPLICABILITY

This Subchapter applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter collectively referred to as the "DoD Components").

SC1911.3. INITIAL CONVERSION TO THE NSPS CLASSIFICATION STRUCTURESC1911.3.1. General Conversion Rule

SC1911.3.1.1. Employees are converted to NSPS from other pay systems based on the classification of their current permanent position of record and the conversion charts in this Subchapter. For employees entitled to grade retention, the position of record (not the grade being retained) is used for conversion purposes. Position titles are converted using Appendix 4 to SC1920, NSPS Occupational Definitions, and Authorized Titles. If another personnel action such as a promotion or geographical move is effective on the same day as the effective date of the employee's conversion to NSPS, it must be processed according to the existing rules of that system before the employee is converted to NSPS.

SC1911.3.1.1.1. Conversion from Temporary Promotion. An employee on a temporary promotion at the time of conversion to NSPS shall be converted to an NSPS occupation and pay band on the basis of the employee's permanent position (not the grade and series of the temporary position).

SC1911.3.1.1.2. Conversion from Miscellaneous Situations. Employees who are absent from their positions at the time of conversion to NSPS shall be converted to an NSPS occupation and pay band on the basis of their permanent positions. Such situations include approved leave-without-pay; absent to serve in the uniformed services in accordance with Section 4308 of Reference (c), and section 353.102 of Reference (b); absent due to a work-

related injury; absent due to being in a workers' compensation status; employees performing union activities; or other similarly approved situations.

SC1911.3.1.1.3. Conversion from General Schedule Nonsupervisory Positions. Nonsupervisory employees in GS/GM positions are placed in the career group and pay schedule that correspond to the occupational code (series) of their positions. The pay band (PB) is assigned as shown in Table SC1911-1.:

Table SC1911-1. Conversion from GS Nonsupervisory Positions

Nonsupervisory Pay Schedules	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4
YA - STND - PROF/ANALYTICAL	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YB - STND - TECHNICIAN/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	n/a
YP - STND - SEEP PGM **	GS-1 to 11	n/a	n/a	n/a
YD - S&E - PROF	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YE - S&E - TECH/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	GS-13
YG - MED - PHYS/DENTIST***	n/a	All grades	n/a	n/a
YH - MED - PROF	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YI - MED - TECH/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	n/a
YK - I&P - INVSTGTV	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YL - I&P - FIRE PROTCN	GS-1 to 6	GS-7 to 10	GS-11 to 12	GS-13 to 14
YM - I&P - POLICE/SECGUARD	GS-1 to 6	GS-7 to 10	n/a	n/a
* GS-9 through GS-11 positions without promotion potential are converted to pay band 2. GS-9 through GS-11 positions with promotion potential are considered "developmental" and are converted to pay band 1 ** Student Educational Employment Programs (SEEP) *** As preparation for conversion, Components may review nonsupervisory physician (GS-602) and dentist (GS-680) positions to determine if such positions meet the criteria for YG, Pay Band 3 (see SC1920, Appendix 5, Part III). Where the employing Component determines the position meets the criteria, the employee shall be converted to YG, pay band 3.				

SC1911.3.1.1.4. Conversion of positions in the GS-1001, GS-1101 and GS-1173 occupational series. Employees in these positions are placed in the career group, pay schedule and pay band level as shown in Tables SC 1911-2. and SC1911-3.:

Table SC1911-2. Conversion of Nonsupervisory Professional/Analytical Positions in the GS-1001, GS-1101 and GS-1173 Occupational Series

Nonsupervisory PS YA - STND PROF/ANALYTICAL	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band
GS-1001	GS-5 and GS-7 w/ PATCO "A"	GS-9 ( w/ PATCO "A") and GS-11 to GS-13	GS-14 to 15	n/a

GS-1101	GS-5 and GS-7 w/ PATCO "A"	GS-9 ( w/ PATCO "A") and GS-11 to GS-13	GS-14 to 15	n/a
GS-1173	GS-5 to 8 w/ target grade of GS-9 or above; GS-9 to 11 w/target grade above current grade	GS-9 to GS-13	GS-14 to 15	n/a

Table SC1911-3. Conversion of Nonsupervisory Technician/Support Positions in the GS-1001, GS-1101 and GS-1173 Occupational Series

Nonsupervisory PS YB – STND TECH/SUPPORT	NSPS Series	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4
GS-1001	1002	GS-1 to GS-6 w/ PATCO "T" or "C"	GS-7 to GS-10 w/ PATCO "T" or "C"	n/a	n/a
GS-1101	1108	GS-1 to GS-6 w/ PATCO "T" or "C"	GS-7 to GS-10 w/ PATCO "T" or "C"	n/a	n/a
GS-1173	1108	GS-1 to GS-6 w/ target grade below GS-9	GS-7 and GS-8 w/target grade below GS-9	n/a	n/a

SC1911.3.1.1.5. Conversion of positions in the GS-332 and GS-335 occupational series. Employees in GS-332 shall be converted to occupational code 2203 and employees in GS-335 shall be converted to occupational code 2204 and both are placed in the Standard Career Group, YB Technician/Support Pay Schedule. Pay band is determined by SC1911.3.1.1.3. Supervisory positions in these occupations are assigned to the Standard Career Group, YC Supervisor/Manager Pay Schedule; Pay band is determined by SC1911.3.1.1.6.

SC1911.3.1.1.6. Conversion from General Schedule Supervisor/Manager Positions

SC1911.3.1.1.6.1. Employees in supervisory or managerial positions are placed in the Supervisor/Manager Pay Schedule in the career group that corresponds to the occupational code of their position. The conversion routine shall use supervisory status code 2 as the sole indicator of supervisory status. Components may review supervisory positions to determine if they perform nonsupervisory work which meets the criteria for a higher pay band. If the nonsupervisory work of a position meets the criteria in SC1920.4.2 and SC1920.4.4., the position should be identified for conversion into the applicable nonsupervisory pay band. The pay band level is assigned as shown in Table SC1911-4.

Table SC1911-4. Conversion from General Schedule Supervisor/Manager Positions

Supervisor/Manager Pay Schedules	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4
YC - STND - SUPV/MGR	GS-6 to 11 *	GS-12 to 14**	GS-15	n/a
YF - S&E - SUPV/MGR	GS-6 to 11 *	GS-12 to 14**	GS-15	n/a
YJ - MED - SUPV/MGR	GS-6 to 11 *	GS-12 to 14**	GS-15	Physicians/ Dentists only***
YN - I&P - SUPV/MGR	GS-6 to 11	GS-12 to 14**	GS-15	n/a
<p>* For GS-9 and GS-10 supervisory positions with occupational codes that would be in YA, YD, YH, or YK pay schedules, the employee converts to pay band 2 of the nonsupervisory pay schedule for that occupation (YA, YD, YH, or YK) and is titled and coded supervisory under the mixed position criteria in SC1920.2.4 (e.g., a Supervisory Budget Analyst, GS-0560-9, converts to Supervisory Budget Analyst, YA-0560-2). GS-11 supervisory positions with subordinate employees in pay schedule YA, YD, YH or YK shall be placed in YC- 2, YF- 2, YJ- 2, or YN-2. GS-11 supervisory positions with subordinate employees in pay schedule YB, YE, YI, YL, or YM shall be placed in YC-1, YF-1, YJ-1, or YN-1. As preparation for conversion, management shall review GS-11 supervisory positions with subordinate employees in pay schedule YB, YE, YI, YL, or YM to determine if the position also personally performs GS-11 work in YA, YD, YH, or YK. Where management determines the position meets the criteria, the employee shall be converted into pay band-2 of pay schedule YA, YD, YH, or YK.</p> <p>** As preparation for conversion, Components shall review supervisory positions to be converted from GS/GM-14 to determine if such positions meet the criteria for either supervisory or nonsupervisory pay band 3. Where the employing Component determines the position meets the criteria, the employee shall be converted to the appropriate pay band 3.</p> <p>*** As preparation for conversion, Components shall review supervisory positions to be converted from GS/GM-602 and 680 to determine if such positions meet the criteria for either nonsupervisory pay schedule YG, pay band 3, or supervisory pay schedule, YJ, pay band 4. Where the employing Component determines the position meets the criteria, the employee shall be converted to the appropriate nonsupervisory or supervisory pay band.</p>				

SC1911.3.1.1.6.2. Conversion from General Schedule Supervisory Deputy Positions. Deputy positions are normally in the same supervisory pay band as the position to which they report. If the position to which they report is placed in a higher nonsupervisory pay band based on work personally performed, the deputy position shall remain in the appropriate supervisory pay band. A deputy to an SES position (or any other position which exceeds pay band 3) is normally in pay band 3.

SC1911.3.1.1.7. Conversion from General Schedule Leader Positions. There are no positions classified as leader in NSPS. Leader tasks and responsibilities are considered nonsupervisory. Employees in positions that are currently classified as leaders are converted to the nonsupervisory career group and pay schedule that correspond to the occupation code (series) of their position. The pay band is assigned using the chart in SC1911.3.1.1.3. Since the title prefixes "Lead" and "Leader" are not authorized in NSPS, they are deleted upon conversion.

SC1911.3.1.2. Conversion from the Acquisition Demonstration Project. Acquisition demonstration project employees are placed in the career group and pay schedule that correspond to the occupational code and pay band of their position. NSPS pay band is assigned as shown in Table SC1911-5.

Table SC1911-5. Conversion from Acquisition Demonstration Project

Note: Salary rates shown are from the 2006 GS base salary table.

Nonsupervisory Acq Demo CG & PB	NSPS Schedule(s)	NSPS PB
NH - BUS & TECH MGT PROF, Level I	YP - STUDENT ED/EMPL PGM	Pay Band 1
NH - BUS & TECH MGT PROF, Level II, Salary less than GS-9/1, \$38,175	YA - STND - PROF/ANALYTICAL YD - S&E - PROF	Pay Band 1
NH - BUS & TECH MGT PROF, Level II, Salary = or greater than GS-9/1, \$38,175, AND whose "target Level" is NH-III	YA - STND - PROF/ANALYTICAL YD - S&E - PROF	Pay Band 1
NH - BUS & TECH MGT PROF, Level II, Salary = or greater than GS-9/1, \$38,175, AND whose "target Level" is NH-II	YA - STND - PROF/ANALYTICAL YD - S&E - PROF	Pay Band 2
NH - BUS & TECH MGT PROF, Level III	YA - STND - PROF/ANALYTICAL YD - S&E - PROF	Pay Band 2
NH - BUS & TECH MGT PROF, Level IV	YA - STND - PROF/ANALYTICAL YD - S&E - PROF	Pay Band 3
NJ - TECH-MGMT SPT, Level I	YB - STND - TECH/SUPPORT YE - S&E - TECH/SUPPORT	Pay Band 1
NJ - TECH-MGMT SPT, Level II, Salary less than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YE - S&E TECH/SUPPORT	Pay Band 1
NJ - TECH-MGMT SPT, Level II, Salary = or greater than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	Pay Band 2
NJ - TECH-MGMT SPT, Level III, Salary less than GS-11/1, \$46,189	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	Pay Band 2
NJ - TECH-MGMT SPT, Level III, Salary = or greater than GS-11/1, \$46,189	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	Pay Band 3
NJ - TECH-MGMT SPT, Level IV, Salary less than GS-13/1, \$65,832	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	Pay Band 3
NJ - TECH-MGMT SPT, Level IV, Salary = or greater than GS-13/1, \$65,832	YE - S&E - TECH/SUPPORT	Pay Band 4
NK - ADMIN SPT, Level I	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	Pay Band 1

NK - ADMIN SPT, Level II, Salary less than GS-7/1, \$30,567	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	Pay Band 1
NK - ADMIN SPT, Level II, Salary = or greater than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	Pay Band 2
NK - ADMIN SPT, Level III	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	Pay Band 2
Supervisory Acq Demo CG & PB	NSPS Schedule(s)	NSPS PB
NH - BUS & TECH MGT PROF, Level I	n/a	n/a
NH - BUS & TECH MGT PROF, Level II	YA - STND - PROF/ANALYTICAL * YD - S&E- PROF *	Pay Band 2
NH - BUS & TECH MGT PROF, Level III	YC - STND - SUPV/MGR YF - S&E- SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 2
NH - BUS & TECH MGT PROF, Level IV Salary less than GS-14/10 + 5%	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 2**
NH - BUS & TECH MGT PROF, Level IV Salary = or greater than GS-14/10 + 5%	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 3
NJ - TECH-MGMT SPT, Level I	n/a	n/a
NJ - TECH-MGMT SPT, Level II	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 1
NJ - TECH-MGMT SPT, Level III	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 1
NJ - TECH-MGMT SPT, Level IV	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 2
NK - ADMIN SPT, Level I	n/a	n/a
NK - ADMIN SPT, Level II	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 1
NK - ADMIN SPT, Level III	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	Pay Band 1
* Position is converted to a nonsupervisory pay band but is titled and coded as supervisory under the mixed position criteria in SC1920.4.4.		
** As preparation for conversion, Components shall review supervisory positions, to be converted from NH-IV, and whose incumbents have a salary less than GS-14/10 + 5% to determine if such positions meet the criteria for pay band 3. Where the employing Component determines the position meets the criteria, the employee shall be converted to Pay Band 3.		

SC1911.3.1.3. Conversion from the permanent Alternative Personnel System (APS).  
Alternative personnel system employees at sites within the Naval Air Warfare Center, Weapons Division, and sites within the Space and Naval Systems Command are converted to the General

Schedule using the APS conversion regulations. Employees shall then be converted from GS to NSPS using SC1911.3.1.1.3., and SC1911.3.1.1.6.

SC1911.3.2. Fair Labor Standards Act (FLSA) Exemption Status Upon Conversion. Conversion to NSPS, by itself, shall not affect an employee's FLSA exemption status.

#### SC1911.4. DETERMINATION OF PAY DURING CONVERSION PROCESS

SC1911.4.1. Employees shall be converted into NSPS without a reduction in pay (comparing the sum of basic pay and any applicable locality payment under Section 5304 of Reference (a), special rate under Section 5305 Reference (a), or retained rate under Section 5362 of Reference (a) and Section 5363 of Reference (a) with the adjusted salary under NSPS). Each employee converted into NSPS shall have an adjusted salary comprising a base salary and a local market supplement; however, the percentage value for some local market supplements may be zero, (e.g., for occupations and locations where locality payments or special rate supplements do not apply under the General Schedule).

SC1911.4.2. As part of the conversion process, realignment of special salary rates or retained rates of pay into an NSPS base salary and local market supplement is not a reduction in pay for applying adverse action procedures.

SC1911.4.3. Pay Conversion for Physicians and Dentists. The GS adjusted rate of pay (including any applicable locality rate or special rate supplement) shall be the tentative adjusted salary under NSPS for conversion purposes. This tentative adjusted salary shall be subject to reallocation between base salary and local market supplement as discussed in SC1911.4.2. In addition, during the conversion process, the employing Component will have the opportunity to increase the base salary resulting from the reallocation process to account for the loss of any physicians comparability allowance and/or premium pay that the physician or dentist was receiving under the General Schedule (since neither the physicians comparability allowance nor premium pay are authorized for physicians and dentists under NSPS). For physicians/dentists in a specialty that receives a local market supplement, the Component should consider the additional pay represented by the local market supplement in determining where the base salary should be set.

SC1911.4.4. After conversion of an organization, employees who subsequently move into the organization from a non-covered position to a position already covered by NSPS shall have their pay set by using the pay administration procedures outlined in SC1930.10., "Pay Administration."

#### SC1911.4.5. Within Grade Increase (WGI) Adjustment

SC1911.4.5.1. Upon conversion, GS/GM employees (regardless of work schedule) who would otherwise be entitled to a within-grade increase and who are paid below the maximum rate for their grade, shall receive a prorated WGI adjustment to their rate of basic pay to account for the time (measured in calendar days) since their last equivalent pay increase. The WGI adjustment is calculated based on the number of calendar days between the effective date of the employee's last equivalent increase and the date of conversion into NSPS, regardless of the number of days in a nonpay status (if any). The maximum adjustment may not exceed a full



WGI. The employee's adjusted pay (including any applicable locality rate or special rate supplement), after addition of the WGI adjustment, shall be used to set the base and adjusted salary in NSPS. This prorated WGI adjustment is not applicable to an employee whose performance has been determined to be below an acceptable level of competence under Part 531, Subpart D – Within-Grade Increases, of Reference (b).

SC1911.4.5.2. An employee on grade retention under Section 5362 of Reference (a) at the time of conversion shall be converted to a career group, pay schedule, and pay band, based on his or her assigned permanent position of record, as discussed in SC1911.3.1. Upon conversion, the rate of pay the employee is receiving while on grade retention shall be adjusted as described in SC1911.4.5.1., using the employee's retained grade and step. After conversion, if the employee's base salary exceeds the rate range for the assigned pay band, the employee shall be granted pay retention as discussed in SC1930.11.

SC1911.4.5.3. An employee on pay retention under Section 5363 of Reference (a) at the time of conversion shall be converted to a career group, pay schedule, and pay band, based on his or her assigned permanent position of record, as discussed in SC1911.3.1. However, these employees are not eligible for the WGI adjustment described in SC1911.4.5.1. After conversion, if the employee's base salary exceeds the rate range for the assigned pay band, the employee shall be granted pay retention as discussed in SC1930.11.

SC1911.4.6. Conversion from Temporary Promotion. An employee on a temporary promotion at the time of conversion shall be returned to his or her official permanent position of record prior to processing the conversion into NSPS (see SC1911.3.1.1.1.). Pay in the permanent position of record must be reconstructed to reflect any increase that would have otherwise occurred if the employee had not been temporarily promoted, and a WGI adjustment (if applicable) shall be calculated as discussed in SC1911.4.5. The adjusted salary shall be calculated in accordance with SC1911.4.5.1. Immediately after conversion, management may temporarily reassign or promote the employee with a temporary increase in pay up to the rate the employee was receiving during the temporary promotion. This is a one-time exception to the limitations on salary increases imposed by SC1930.10. when employees are reassigned/promoted. Upon expiration of the temporary promotion or reassignment, pay shall be set as specified in SC1930.10.9. or SC1930.10.10., respectively. This one-time exception may also be applied to an employee who is temporarily promoted into a position at the time the position the employee is temporarily promoted into converts to NSPS, even if the employee's permanent position of record has not yet converted.

SC1911.4.7. For employees converted from the Acquisition Demonstration project, a pro-rata increase in basic pay may be authorized by the Component based on the amount of time elapsed since the end of the most recent appraisal period.

SC1911.4.8. During the first 12 months following conversion, employees who are not eligible for the Accelerated Compensation for Developmental Positions (ACDP) provision are eligible to receive pay increases for noncompetitive promotion equivalents when the grade level of the promotion is encompassed within the same pay band, the employee's performance warrants the pay increase, and the promotion would have otherwise occurred during that period.

SC1911.5. COMPLETION OF PROBATIONARY PERIODS. An employee who has completed an initial probationary period prior to conversion into an NSPS position is not required to complete another initial probationary period. An employee who is serving an initial probationary or trial period or an in-service probationary period (i.e., supervisory probationary period) upon conversion to an NSPS position shall complete the time remaining towards completion of the NSPS probationary period after conversion. Time served in the non-NSPS position shall count toward the one-year requirement, i.e., the probationary period does not start over. See SC1950.5.2. for additional information on probationary period requirements.

SC1911.6. PERFORMANCE RATINGS. DoD employees who convert into NSPS with their organization, and have a non-NSPS rating of record above unacceptable on file at that time, shall be assigned a Level 3 rating. DoD employees who convert into NSPS with an unacceptable rating shall be assigned a Level 1 rating. This converted rating of record shall be replaced as the employee is assigned an NSPS rating of record during the annual performance cycle.